

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1102***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: COURT CLERK, SENIOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to oversee the records keeping and fee and fine processing for the City court.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Greets and assists public; provides general information to public; responds to general inquiries from visitors and routes them to the appropriate area; answers phones and relays messages; provides specific information regarding the court; receives requests; dispenses forms.

Performs general clerical functions in support of court operations; receives, sorts, date stamps, and distributes incoming mail, documents, and facsimiles; processes returned mail; types letters, memoranda and other documents/correspondence; answers telephones; prepares, researches, and/or processes forms, summons, subpoenas, warrants, reports, logs and related materials; files, distributes, mails and transmits documents; retrieves files; shreds documents.

Receives, processes, and updates cases, types of which may include complaints, petitions, arraignments, hearings, accusations, indictments, and citations; verifies documents; researches and/or returns incomplete or incorrect case documents; researches missing documents and other items as needed; processes warrants for issuing; checks cases for other current or pending court/legal action.

Examines and verifies work of assigned staff, ensuring data and records processing are accurate and timely.

Prepares case folders, logs case and assigns case numbers; files, retrieves, and prepares cases for court date, ensuring each is properly documented; schedules or

updates court dates; delivers case files to court; prepares evidence for presentation to court.

Copies, files, posts, and transmits cases or documents as needed.

Totals check and cash receipts and prepares collection reports, locating and reconciling discrepancies.

Processes any payments of fines or court fees; verifies payments are properly credited.

Locates individuals and prepares notices for failure to pay fines or accounts; arranges payment schedules; processes legal actions on delinquent accounts and bad checks, type of action including wages garnishment, contempt citations, attachments to property, losses of license, and others as required.

Receives and processes requests for records and files.

Reviews, verifies, sorts and files warrants; updates warrants and clears capiases; delivers warrants to cashiers; locates missing warrants; records and transfers warrants and citations to other courts; issues capias or subpoenas as needed.

May serve as bench clerk, processing all court session paperwork, and maintaining court files and records.

Completes forms and other documentation for special orders; monitors status of special orders; writes bench warrants if parties have failed to meet terms of orders; updates cases on others.

Prepares, certifies, forwards, and files court documents; assists judge and court as required.

Records and enters disposition of each case; updates RMS.

Prepares and processes vouchers.

Maintains and updates files; retrieves files; purges and archives records as needed.

Processes overnight arrests; adds overnight arrests to morning docket.

Prepares prisoner lists; contacts jails concerning prisoner transport for court appearances; records individuals in custody; prepares defendants for court.

May swear-in participants or special judge as required.

Prepares, maintains, and updates docket books and court calendar; generates, reviews, and verifies printouts of court dockets; presents to judge for review; briefs judge on any pertinent information regarding docket; distributes dockets.

Processes court "no-shows" for reconsideration or action.

Affirms mittimus, releases, bonds and conditions are met; contacts jails concerning releases; processes and investigates bonds; prepares documents and sends certified letters to defendant and bondsman of bond forfeiture.

Conducts and attends meetings, or appears in court as required.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving legal or clerk work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Some positions may require current certification as N.C.I.C. operator.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, noise extremes, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.